

Impression
Info
New view
Remove document
Preferences...
Show flow
Minimise memory
Quit

## Program Menu

*Click Menu on the  
Impression icon on  
the icon bar*

Impression
Document
Edit
Effect
Style
Frame
Misc

## Main Menu

*Click Menu on  
an Impression  
window*

Document
Info...
Load new document
Load to cursor
Save document
Save text story
Remove document
Print...
Scale view...
Preferences...

## Document Menu

## Edit Menu

Edit
Cut frame
Copy frame
Paste frame
Delete frame
Select text story
New chapter...
Alter chapter...
Delete chapter
Insert new page
Delete page
View master pages

## Effect Menu

Effect
Clear all effects
Text font
Text size
Line spacing
Text colour...
Underline
Subscript
Superscript
Left align
Centre
Right align
Fully justify

Style
New style...
Edit style...
Clear all styles
New ruler...
Edit ruler...
Main Heading
Sub-Heading
Italic
Bold
1in indent
Hanging indent
Table

## Style Menu

## Frame Menu

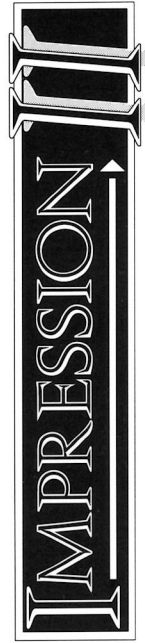
Frame
New frame
Alter frame...
Alter graphic...
Snap to guides
Snap to frames
Borders setup...
Group frames
Ungroup frames
Force to next
Put to back
Bring to front
Embed frame

## Misc Menu

Misc
Find...
Spelling
Abbreviation
Kern...
Merge command...
Insert
Hide graphics
Show graphics
Compile index...
Compile contents...

## Default master pages

- 1 single column, A4 portrait
- 2 single column, A4 portrait, left/right pair
- 4 two column, A4 portrait
- 5 two column, A4 portrait, left/right pair
- 7 three column, A4 portrait
- 8 three column, A4 portrait, left/right pair
- 10 A4 landscape
- 11 single column, A5 portrait
- 12 single column, A5 portrait, left/right pair
- 14 two column, A5 portrait
- 15 two column, A5 portrait, left/right pair
- 17 A5 landscape



*The  
document processor  
for the  
Archimedes*



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# Key Short-cuts

**Ctrl +**

- A Delete character after cursor
- B Clear all styles (revert to Basestyle)
- C Copy selected item to clipboard
- D Cut word at cursor to clipboard
- E Extend space between characters (kern)
- F Check spelling of this story from cursor
- G Force to next frame
- H Delete back (same as back-arrow)
- I Insert frame
- J Move baseline down (vertical kern)
- K Delete item without putting it on clipboard
- L Cut line to clipboard
- N Next page
- O Turn frame outlines on/off
- P Previous page
- Q Select word at cursor
- R Reduce space between characters (kern)
- S Swap case of character after cursor
- T Select entire story
- U Move baseline up (vertical kern)
- V Paste clipboard contents
- W Check spelling of word at cursor
- X Cut selected item to clipboard
- Y Perform "Find next" search
- Z Cancel region selection
- @ Select entire paragraph

## In Find & Replace dialogue – Ctrl +

- E Replace to end of story
- N Find next
- R Replace & find next
- Y Find next

**Ctrl + Shift +**

- A Alter chapter dialogue box
- B Put to back
- C Close window
- D Insert current date
- E Edit ruler
- F Embed frame
- G Go to page
- H Insert bullet point ( • ) at cursor
- J Superscript effect
- K Subscript effect
- L Line spacing editable box
- N New ruler
- P Turn page rulers on/off
- Q Swop characters either side of cursor
- R Insert new repeating frame
- S Text size editable box
- T Save text story/selected text/graphic
- U Underline effect
- W Go to chapter
- Z Remove document
- \_ Insert an en-dash ( - ) at cursor

## Arrow keys

- ↑ ↓ Move cursor up or down one line
- ← → Move cursor left or right one character
- Shift + ↑ ↓ Scroll window up or down by one screen
- Shift + ← → Move cursor left or right one word
- Ctrl + ↑ ↓ Move cursor to start or end of story
- Ctrl + ← → Move cursor to start or end of line

## Function keys

- Shift + F1 to Scale current window to 10% to 100% of actual size
- Shift + F10 Scale current window to half present size
- Shift + F11 Scale current window to double present size
- Shift+Ctrl+F11
- Ctrl + F1 Info dialogue box
- Ctrl + F2 Open master page window
- Ctrl + F3 Save document
- Ctrl + F4 Find and replace dialogue box
- Ctrl + F5 New style
- Ctrl + F6 Edit style
- Ctrl + F7 New chapter or master page
- Ctrl + F8 Dictionary dialogue box
- Ctrl + F9 Scale view dialogue box
- Ctrl + F10 Alter frame dialogue box
- Ctrl + F11 Alter graphics dialogue box

## Other keys

- Insert Paste clipboard contents
- Back-arrow Delete previous character or cut selected region to clipboard
- Delete - ditto - Delete next character or cut selected region to clipboard
- Copy Select line at cursor
- Ctrl + Copy Scroll window down by one screen
- Page Down Scroll window up by one screen
- Page Up Move cursor to top of story
- Home Display print dialogue box
- Print Display print dialogue box resetting values to defaults
- Ctrl + Print Insert a 'hard space' (character 160)
- Alt + Space

## Mouse operations

- Single click on Select (LH) Select frame & position cursor
- Double click on Select Select word at cursor
- Triple click on Select Select line at cursor
- Quad click on Select Select paragraph at cursor
- Single click on Adjust (RH) Adjust selected region
- Select drag Select region of text
- Adjust drag Select region of text
- All types of frame: Hold down Select
  - Ctrl + Select
  - Shift + Select
  - Alt + Select

## In a graphics frame

- Select frame Enter alter graphics dialogue
- -
- -
- -
- Slide graphic
- Rotate graphic
- Reposition local frame (move after 1 second)
- Reposition selected frame (immediate move)
- Used in multiple selection of frames
- Cycle through overlapping frames

## In a null frame

- Select frame
- -
- -
- -
- -
- -